

Section 7-7

DLAMP TRAVEL PROCESS FOR PROFESSIONAL MILITARY EDUCATION (PME)

Background

The following information is provided to assist you in completing the travel documents associated with DLAMP-sponsored PME. You should also refer to the complete DLAMP travel guidelines in this Handbook and on the DLAMP website at www.cpms.osd.mil/dlamp.

GENERAL INFORMATION. Once selected for PME, you will receive a selection letter from the DLAMP office and a welcome packet directly from the school you will attend. If you live outside the commuting area of the school, the DLAMP office will issue travel orders (follow the Temporary Duty process below). If you live within the commuting area of the school, you may be entitled to reimbursement for local travel expenses (follow the Local Travel process below).

TEMPORARY DUTY.

1. Upon receipt of the selection letter from the DLAMP office, you should:
 - a. Make travel arrangements. If you plan to travel by air, you can use the services of either your installation travel office or Carlson Wagonlit to make your airline reservations. The Carlson Wagonlit office located in the Pentagon can be reached at (703) 212-0990. That office will provide service for any DoD traveler, regardless of duty station.
 - b. Make lodging reservations. While attending PME, you are responsible for your housing arrangements. You will receive local housing information from the school as part of your welcome packet. As you review your housing options, you should keep in mind that per diem for long-term training is limited to 55 percent of the applicable amount prescribed for the TDY location.
 - c. Review the DLAMP TDY Worksheet (included with selection letter). This worksheet contains information necessary for the DLAMP office to issue your travel orders. You should verify the pre-printed information, complete any missing data, and fax the completed worksheet to DLAMP at (703) 696-9525.
2. You will receive your travel orders by fax approximately 30 days before the start of school. Once you receive your orders, you should provide a copy to your travel office or to Carlson Wagonlit, as appropriate, so that your airline tickets can be issued.

3. While on long-term TDY, you can submit your initial travel claim after the first 15 days of TDY and then every 30 days in subsequent months. To file your travel claim:

a. Complete the travel voucher, DD Form 1351-2.

b. If you have never processed a travel voucher through DFAS Columbus, also complete DFAS-CO Form 136 for Electronic Funds Transfer.

c. Fax the completed forms to DLAMP for approval of the travel claim. The fax number is 703-696-9525 (DSN 426).

4. DLAMP will forward approved travel claims to DFAS, Columbus within 48 hours of receipt. You may check the status of your claim by calling the DFAS customer service number, 800-756-4571.

LOCAL TRAVEL.

1. If you live within the commuting area of the school, the school location is considered your alternate work site. In accordance with the Joint Travel Regulations, you can be reimbursed for mileage that exceeds your normal commuting distance and for any associated parking fees.

2. You should file your local travel claim monthly using Standard Form 1164. Under mileage, you may claim only the number of miles in excess of your normal commute; annotate the form accordingly.

3. You may submit your claims to the DLAMP office by fax at (703) 696-9525.